

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
CONSULTANT SERVICES DIVISION  
707 NORTH CALVERT STREET  
BALTIMORE, MARYLAND 21202

December 16, 2021

**Contract No.:** BCS 2021-16  
**Description:** Supplemental  
Engineering Support Services

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Prospective Offerors:

This addendum is being issued on the Advertisement for BCS 2021-16. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 1 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 1 in the submittal may result in rejection.

Please be advised that the Expression of Interest delivery date for this procurement has been extended to **12:00 PM (NOON) on January 10, 2021**. Expressions of Interest received after the deadline will not be accepted no matter how transmitted.

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**PEN AND INK CHANGES**

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**Please note the following changes to the BCS 2021-16 Advertisement:**

O1: Advertisement Section IV.I.6 Electronic Submission to eMMA:

6. The following information must be written in the Response Information box.
  - a) In "Project Description," enter BCS XXXX-XX, Project Title.
  - b) In the main box, enter EOI Due Date and Time, Firm Name, Firm Address and Contact Person for the submission."

C1: Advertisement Section IV.I.6 Electronic Submission to eMMA:

6. **The following information must be written in the Response Information – Description box: BCS XXXX-XX, Project Title, EOI Due Date and Time, Firm Name, Firm Address and Contact Person for the submission.**

**The Expression of Interest files are placed into the GENERAL Envelope.**

O2: Advertisement Section IV.B.1 Part I Section E

1. Part I, Section E: Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last five (5) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

C2: Advertisement Section IV.B.1 Part I Section E

1. **Part I, Section E: Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed four (4) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last five (5) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:**

O3: Advertisement Section IV.B.1.a Key Staff 1

- a) Key Staff 1: e-Construction Program Manager with a minimum of 3 years of experience performing electronic / web-based construction management; employed by the Prime/JV; who will serve as the Project Manager and the Primary Liaison.

C3: Advertisement Section IV.B.1.a Key Staff 1

- a) **Key Staff 1: A Professional Engineer OR Certified Construction Manager (CCM) registered in the State of Maryland with expertise in e-Construction Program Management; a minimum of 3 years of experience performing electronic / web-based construction management; employed by the Prime/JV; who will serve as the Project Manager and the Primary Liaison.**

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### Questions from Potential Offerors

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**The deadline for questions for this contract has been extended to 12:00 PM (NOON) on January 4, 2022. The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on January 4, 2022, from prospective offerors. The responses are provided for clarification to all prospective offerors in bold after the questions:**

Q1: The RFP states that the Part I, Section E Resumes should not exceed 5 pages totaled and there are 4 Key Staff. Can MDOT SHA please confirm the page limit for each resume?

**A1: Please see C2, above.**

Q2: Can MDOT SHA please clarify the requirements, qualifications and years of experience Key Staff #1 should have?

**A2: Please see C3, above.**

Q3: Are there any TE and TET Classifications to go along with the RFP for this Expression of Interest?

**A3: MDOT SHA OOC classifications do not apply.**

Q4: Key Staff 1: e-Construction Program Manager. Since this is a professional services contract. Is it the intent of MDOT SHA to not have a licensed Professional Engineer (PE) or Certified Construction Manager (CCM) as the Project Manager and Primary Liaison?

**A4: Please see C3, above.**

Q5: On Page four of the RFP, second bullet from the bottom, it refers to MDOT SHA Construction Directive 07220.100.43 in relation to software/ applications. This directive number cannot be located Can you confirm it is correct?

**A5: The correct MDOT SHA OOC Directive is 07220.100.41.**

Q6: In the RFP Package, IV. Required Information: B. One (1) SF 330, /; Part I Section E: Key Staff A Separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

- Key Staff 1: e-Construction Program Manager with a minimum of 3 years of experience performing electronic I web-based construction management; employed by the Prime/JV; who will serve as the Project Manager and the Primary Liaison;
- Key Staff 2: Sketchbook Auditor with a minimum of 7 years of experience performing construction auditing and engineering calculations; employed by the Prime/JV or any of the Subconsultants;
- Key Staff 3: Utility Relocation Specialist with a minimum of 7years of experience performing utility inspection and relocation employed by the Prime/JV or any of the Subconsultants;
- Key Staff 4: Office Engineer with a minimum of 7 years of experience performing administration of construction projects; expertise in e-construction methods and documentation, employed by the Prime/JV or any of the Subconsultants
- With 4 pages being designated towards the 4 key staff resumes, what information is to submitted on page 5

**A6: Please see C2, above.**

Q7: Please provide the names of any incumbent firms.

**A7: PRIME AE Group/Gannett Fleming, Inc. (JV)**

Q8: Should Part I, Section E (Key Staff Resumes) be limited to 4 pages instead of 5 pages?

**A8: Please see C2, above.**

Q9: Is a Certification Regarding Investments in Iran required in the EDI submission? If sq. where should it be placed?

**A9: The signed Certification Regarding Investments in Iran shall be provided by the Prime firm or by each of the Joint Venture constituent firms with the EOI submittal. Subconsultants are not required to submit a signed Certification Regarding Investments in Iran. The document is typically placed at the back of the submittal.**

Q10: Are insurance certificates required for subconsultants?

**A10: Insurance Certificates are not required for Subconsultants.**

Q11: Is a Professional Engineer required for this contract?

**A11: Please see C3, above.**

Q12: An SF330 typically includes a G. Key Personnel Participation in Example Projects Matrix, but the RFP does not specifically reference this as a required document. Please confirm if respondents should include a Section G in their submittals?

**A12: Section G is required.**

Q13: Please confirm PE I CCM not required for Key Staff

**A13: Please see C3, above.**

Q14: Please confirm page count for Key Staff (currently states 5 pages for 4 staff)

**A14: Please see C2, above.**

Q15 Please confirm on-site requirements for Key Staff

**A15: As stipulated in the Advertisement at IV.B.3 for this project:  
It is anticipated that Key Staff 1, Key Staff 3 and Key Staff 4 may be required to  
provide engineering services on-site at MDOT SHA facilities.**

Q16 Please confirm Section G is required for this proposal

**A16: Please see A12, above.**

Q17: Please confirm Section H is 10 pt font

**A17: As stipulated in the project's Advertisement at IV.A.NOTE: SF 330 forms, 11"x17"  
charts and all matrices must be no smaller than 10-point Times New Roman font.**

Q18 Please confirm need for Iran letter certification

**A18: Please see A9, above.**

Q19 In regards to Section IV.G.3- Example Projects, please clarify what is meant by the phrase  
across all projects submitted.'

**A19: Across all projects means that MDOT SHA will consider all submitted projects  
together during its evaluation to determine if the projects submitted demonstrate a  
firm's prior experience performing those services requested in the current solicitation.**

Q20 In Section IV.B.1., the solicitation states the Key Staff section should not exceed five pages  
total; however, only four Key Staff positions are listed. Should the page limitation be four  
pages instead? If not, please clarify what the fifth page should incorporate.

**A20: Please see C2, above.**

Q21 Page 10 Section D (Special Requirements) states that the DBE participation goal for this contact is  
Twenty-nine percent (29%). However, the advertisement post on emma.maryland.gov for this RFP  
states a DBE participation goal of twenty percent (20%). Can you confirm that a goal of Twenty-  
nine percent {29%} is established for this contract?

**A21 MDOT SHA confirms that the DBE participation goal on this project is 29%.**

Q22 On page 6, there are no references to Key Staff requiring a "Professional Engineering {PE}" license. However, on page 7, there are references to the Maryland PE registration. Could you please confirm whether a Maryland PE registration is required for Key Staff on this solicitation?

**A22: Please see C3, above.**

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE SUBMISSION IN  
FRONT OF THE TRANSMITTAL LETTER.**

*Jada Wright*

December 16, 2021

Jada J. Wright, Director  
Office of Procurement and Contract Management

Date

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**Acknowledgement of Receipt**

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Firm Name

Signature-Authorized Official

Title

Date